



# Family Engagement Tool

## Timeline & Expectations

### Application Process

- Step 1 – Submission of the Application to Participate
- Step 2 – Review of Application by the OPI’s FACE Support Team
- Step 3 – Notification of Schools/Systems Selected to Participate
- Step 4 – Orientation Webinar

**Ongoing**  
**Within 10 days of submitting**  
**Within 20 days of submitting**  
**Within 10 working days of notification**

### Timeline for Completion of the Family Engagement Tool

#### **Step 1 – Complete School Information Form**

**Within 20 working days of notification**

The principal completes an online School Information Form. The results are entered using “Input School Info Data” and copies are printed for the school team to review when completing the Needs Assessment and Plan.

#### **Step 2 – About Your School**

**Within 30 working days of notification**

The principal completes the “About Your School” document that captures current parent involvement procedures and practices. The information is entered using “Input About Your School” and copies are printed for the school team to review when completing the Needs Assessment and Plan.

#### **Step 3 – Complete Policy Analysis**

**Within 50 working days of notification**

The principal gathers the following key documents, if available, for review by the school team when completing the Policy Analysis.

- |                                       |                                |
|---------------------------------------|--------------------------------|
| 1. District Parent Involvement Policy | 4. Homework Policy             |
| 2. School Parent Involvement Policy   | 5. Student Report Card         |
| 3. Compact                            | 6. Classroom Visitation Policy |

The school team scores their key documents using the Family Engagement Tool rubric. The results are entered using “Input Policy Analysis,” and a scored report is printed for the school team to review when completing the Needs Assessment and Plan.

#### **Step 4 – Complete School Community Survey**

**Within 70 working days of notification**

Each member of the school team individually completes the School Community Survey first. Then the school team meets to fully discuss each question and select one answer by consensus. The results are entered using “Input School Community Survey” and a scored report is printed to review when completing the Needs Assessment and Plan.

#### **Step 5 – Complete Needs Assessment and Plan**

**Within 90 working days of notification**

The school team meets to complete the Needs Assessment and make recommendations to include in the School Improvement Plan based on information derived from the School Information Form, rubric scoring of key documents, and the School Community Survey results. More than one meeting may be required. Click the *Wise Ways*® links to find helpful information on specific topics. Print out the *Wise Ways*® for the team.

When activities are entered into the School Improvement Plan, detailed tasks, timelines, and persons responsible for completion of the tasks should be included. Approximately five hours are necessary for the team to complete the entire analysis. This time can be efficiently divided among three meetings of 90 minutes each (one meeting for Step 3, 4, and 5 in the process). Or, the team may choose to meet twice for an extended amount of time (approximately 2 ½ hours each meeting). It is also possible to devote a half-day to the process and complete the analysis in one five-hour meeting.